

**Iowa-Illinois Chapter National Defense Industrial Association (NDIA) Board of Directors Meeting
Minutes 13 November 2018**

1. The Iowa-Illinois Chapter of NDIA Board of Directors held its bi-monthly meeting at Bennigan's Bar & Grill, Rock Island, IL on 13 November 2018. Mr. George Rivard, President, called the meeting to order at 5:02 p.m. Board Members and Chapter Officers present were Ms. Natalie Linville-Mass, Ms. Janet Masamoto, Mr. Bob Radkiewicz, Mr. John Masengarb, Ms. Kim White, Ms. Celia Hadden, and Ms. Joy Fleming. We also had a guest, Mr. Ernie Cychosz of Sedona Technologies.

2. **Prior Meeting Minutes.** Mr. Rivard stated that the minutes from the 11 September 2018 Board Meeting were electronically distributed for review and approved by those in attendance. Recommended changes received during the staffing process were incorporated, and the minutes were posted on the Chapter's website.

3. Treasurer's Report. Ms. Joy Fleming

a. Ms. Fleming distributed the Treasurer's Report for the period ending 30 September and 31 October 2018. The September report shows a computed beginning bank balance of \$86,747.21 in the Chapter's checking and savings accounts. The main source of income was \$1.46 in savings account interest. The main sources of expenses were \$330.00 for Quad City Chamber of Commerce Member Renewal, \$42,000.00 for NDIA Scholarship, and \$300.00 donation to the Navy Birthday Ball. Making the ending computed bank balance of \$83,949.03. The October report shows the beginning bank balance of \$83,949.03 in the Chapter's checking and savings accounts. The main source of income was \$1.51 in savings account interest. The main source of expenses \$169.64 in operating costs. Making the ending bank balance \$83,780.90. A motion was made by Ms. Masamoto to approve the Treasurer's Report. Mr. Masengarb seconded the motion. All were in favor and the Treasurer's Report was approved.

b. The 4th Qtr report due 31 October was sent to National. 1st Qtr report will be due the end of January.

c. FY2019 Budget: Final Draft (Rev 3) was provided all Board Members for review. Mr. Rivard sent out an e-mail noting significant adjustments. Ms. Hadden submitted further STEM allocations which were incorporated into the proposed Budget. The motion to approve the FY2019 Budget was made by Mr. Masengarb and seconded by Mr. Radkiewicz. All were in favor and the FY2019 Budget was approved.

d. Annual Financial Audit: Need three volunteers ASAP to execute audit per our Internal Financial Audit Committee job description. Committee should have been in place NLT 30 September and audit report is due NLT 31 December. Ms. White and Mr. Radkiewicz did last hear w/ Ms. Fleming. Mr. Masengarb and Ms. Hadden will perform audit for this year. Ms. Hadden will contact all to confirm which Friday afternoon the Audit will be done.

4. Scholarships. Mr. John Masengarb

a. The 2019 Application is on-line and announced on Facebook. Scholarship Committee will be the same as last year.

b. Ms. Hadden informed QCESC that our STEM Scholarship was increased to \$2,500.00.

5. Awards. Mr. Jim Morgan

a. Lifetime Achievement Award nominations are accepted at any time.

b. Data call was received from NDIA. Had submitted Gen Perna for the last years without success. Request for suggestions was sent to the Board. Mr. Masengarb suggested Gen Perna again with no other responses or suggestions. This fell off Mr. Rivard's radar and nominations closed 24 October. This is a requisite for Chapter of Excellence.

c. Rockwell Collins: Would like to do something for recognition. Ms. White would also like to do something for American Ordnance; perhaps at the March Board Meeting. Need to determine if we want to do a plaque or certificate. John brought up about the NDIA's 100 year anniversary in 2019. Mr. Rivard is to find out what is going on regarding any special certificates available for presentation reflecting the 100th year anniversary of NDIA.

6. **Donations.** Mr. George Rivard

a. **USO's Frank n' Fridays:** The October 5 event was rescheduled to 11 January because of a Military training day on the 5th. Let Mr. Rivard know if you'd like to participate (1100-1300 at USO office on RIA). Will ask for FY2019 dates shortly.

b. **Rock Island Center for Math and Science, (RICMS):** Have request and donation committee agrees meets requirements. \$500 approved as part of budget approval. Ms. Linville-Mass stated that our logo will be on the bus. Trip will be Nov 19th. A check was written and given to Ms. Linville-Mass.

7. **Membership.** Ms. Kim White

a. Last list dated **10 Oct**, membership stood at 658; up a couple from last reported. Regarding BOD: all good now. Upcoming: Vicky - (30 Nov). Kim/Billy – (31 Dec)

b. Ms. White has been contacting a few corporate members about expanding employee membership. {which will apply to Arconic, American Ordnance, Caterpillar, Sedona (not a member now, but per Mr. Ernie Cychosz will be a member and is considering a Board Position) and others}. John Deere has been contacted. Once establish corporate here will talk about growing it. Mr. Masengarb will send something about scholarship to each corporate POC. Mr. Pat Barnes never got back with anyone, so Mr. Rivard and Ms. Hadden are to see him and keep trying.

c. Ms. White made a motion for program and membership to bring back a recommendation for recognition of corporations in January. Ms. Natalie Linville-Mass seconded. All were in favor.

d. Arsenal – Ms. Dianne Stoffa sent an e-mail regarding QC Connect:2nd Wed/pitch NDIA to Arsenal Community (MWR/Lock&Dam Lounge). Mr. Rivard interested and may go.

e. New membership rates coming.

- Discounted rates for non-profit and Academic institutes that meet small business category.// \$25 rate for college students// 10% multi-year (3 year) discount

- Free federal government employees and military: Renews every 2 years (confirm on change of status)
- On or before 1 Oct 2019:
 - Individual rate \$60/join additional affiliate for \$15/NDIA and all affiliates for \$90
 - \$10 Chapter rebates per paid individual membership (net of drops) one year after implementation of rate change.

d. Ms. White/Mr. Rivard met with Kevin Stevens, ASC who was interested in volunteering. His Career Field(s) are in Logistics, Contracting, and Financial Management/Accounting.

8. Programs. Mr. Jim Morgan/Mr. John Masengarb/Ms. Trish Huber/Ms. Kim White/Ms. Natalie Linville-Mass/Mr. Bob Radkiewicz

a. **Symposium:** 2019 planning meeting held 29 October following a 23 October meeting with the RIA principles (ASC, JMTC, ACC, COE, Small business), 2 day event again on 22-23 May at the Taxslayer. Pace to pick up in December. Save the Date/Sponsorship updates in process. Alternate food service options for symposium being evaluated/pending suggestions. Ms. Linville-Mass suggested going to Metrolink for food.

Ms. VandeCasteale is retiring 20 Dec.

Ms. Linnville-Mass will help with posting. Will talk about it in December.

Have Lynn Hunt or Paulette save the date.

b. Next Program Committee meeting: 11 December at 11:30, Location TBD – May be a Dial In.

c. Tour/Board meeting at Rockwell Collins – 12 March is target. Alan Prowse concurs. Will have dinner at Northridge Country Club. Committee will talk about sign up, etc. Will be sent to Ms. Linville-Mass. Mr. Radkiewicz article approved.

d. Jan's mention of DCAA Over View brief as possible for local consumption??

9. Website: Mr. George Rivard

Posted our August Newsletter//Posted our Iowa Tour story//Posted our Healing on the Fly TV coverage (there briefly) and a write-up//Housekeeping removing older posts.

10. STEM Related: Ms. Celia Hadden

a. Budget submitted and approved.

b. Is heading for the QCESC meeting tonight and will find out more about the February event.

11. NEW/OTHER BUSINESS/INFO:

a. **Quarterly News Letter:** Bob working draft. Did share NDIA Linking Leaders email with BOD; we patterned our newsletter using their template.

b. **Linking Leaders Newsletter:** Shared with BOD and asked for inputs.

Action Considerations:

1. *All Divisions and Chapter seek to define COI (Communities of Influence) and share definition with PDAC and with NDIA headquarters. NDIA and PDAC will work with Divisions and chapters to evolve relevant COI and consider related joint activities.*

2. *All Division and Chapters send an email to PDAC at PDAC@ndia.org outlining activities and actions which have been beneficial to your organization and offer to initiate collaboration.*

3. *Welcome suggestions for Actions beneficial to Divisions and Chapters—email PDAC@ndia.org*

c. **John Masengarb** recovering. Shared a Thank You note with BOD he sent for flowers we sent.

d. **Logo Shirts:** Still only have Al Kruse's left.

e. **Division, Chapter, and Affiliate Guide:** Did provide input to NDIA with updated list of BOD (all are shown versus just President) and some word tweaks from earlier version. October version is on-line. National indicated intent to visit Divisions/Chapters more.

Looking for Small Business Liaison and Policy Liaison per National request. Ms. Masamoto is currently small business POC but looking to transition.

Succession Planning – Still need folks to volunteer for officer positions. Pass around sign up sheet offered as a method; need signer uppers!

f. **Email SCAM:** Removed all our contact email addresses from the website but retained the admin address. Set it up to auto forward to my home email.

g. **Model Chapter (15 Criteria) and Chapter of Excellence (20 Criteria)**

- Submitted Model Chapter application 29 October; Chapter of Excellence out of reach.

h. **Program Development Advisory Council/2018 NDIA Leadership Meeting.** Continues; next call 19 November. Two year term.

- **Congratulations to Mike Carton and his wife** – Twins: Andrew James and Jacob Allen. All were in favor of sending flowers to Mike Carton. Ms. Masamoto to send.
- **Location for next meeting.** Bennigan's Rock Island. January 8th
 - **Note:** We are booked through 12 November 2019

Mr. Cychosz moved that we adjourn the meeting. Ms. Masamoto second. Meeting was adjourned at 6:37 p.m.

The NDIA has a policy of strict compliance with federal and state antitrust laws. The antitrust laws prohibit competitors from engaging in actions that could result in an unreasonable restraint of trade. Consequently, NDIA members must avoid discussing certain topics when they are together – both at formal association membership, board, committee, and other meetings and in informal contacts with other industry members: prices, fees, rates, profit margins, or other terms or conditions of sale (including allowances, credit terms, and warranties); allocation of markets or customers or division of territories; or refusals to deal with or boycotts of suppliers, customers or other third parties, or topics that may lead participants not to deal with a particular supplier, customer or third party.